

**ENVIRONMENTAL HEALTH & SAFETY COMMITTEE**  
**Minutes of Meeting #249, December 12, 2007**

**MEMBERS:**

Mark Knechtal (R)	University Appointee	Heather Ann Walker (P)	DUAG
Roberta Emms (A) Alt.	University Appointee	Mike Tipping (A)	DSU
Greg McNutt (P)	University Appointee	Zita Hildebrandt (R)	NSGEU
Paul Bourgeois (P)	University Appointee	Tammy Zinck (P) Alt.	NSGEU
Marlene Daye-Smith(P)	University Appointee	Mark Stradiotto (R)	DFA
Mateo Yorke (P)	University Appointee	Forest Fyfe (P)	DFA
Chris Keough (P)	University Appointee	Trent Ritchie (R)	IUOE
Paul Amyotte (P)	University Appointee	Ian Campbell (A)	IUOE
Ruth Murray (P)	University Appointee	Troy Winters (P)	CUPE
		Pauline Jones, RSO (P)	Guest

(P)resent - (R)egrets - (A)bsent

William J. Louch-Director  
Jan Taylor McIntyre-Recording Secretary  
Stephen Ellis-H&S Officer

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Introductions were made to new and attending alternate Committee members.

**1. CALL TO ORDER**

The meeting was called to order at 9:05 am.

**2. ADDITIONAL AGENDA ITEMS**

Items 9 - Accident Report and 10 - Staffing Changes were added to the agenda.

**3. DEPUTY CHAIR**

The Chair announced that Heather Ann Walker has agreed to serve as Deputy Chair. Members thanked Ms. Walker for volunteering.

**4. DRAFT MINUTES OF PREVIOUS MEETING**

The draft minutes were approved as circulated.

**5. PAULINE JONES - RADIATION SAFETY UPDATES**

**5.1 Biosafety Seminar**

P. Jones reported on December 6th the Safety Office held a Biosafety seminar. This seminar followed up on the first such session held in December 2006. Research Services and the Faculty of Medicine both contributed to the funding of the session. The four presenters (representing the Canadian Food Inspection Agency and the Canadian Public Health Agency from Ottawa and Winnipeg) conducted the seminar.

Arriving a day early, they conducted inspections of several Dalhousie laboratories which handle potentially infectious materials. In the course of the inspections, they identified a few issues that the University will need to address in the coming months.

The seminar was attended by about seventy-five laboratory staff and students. Most of those attended indicated that they had found the session informative.

**5.2 Electronic Resources CD**

P. Jones displayed a CD that contained an extensive collection of biosafety information which was handed out to participants at the Biosafety Seminar. The CD replaced the paper materials provided at the 2006 seminar. Costing only \$3.00 each, this is a very efficient means of distributing information. She indicated that the Safety

Office expects to make increasing use of electronic distribution to reduce costs while increasing the volume of information given to those who participate in Safety Office training programs.

### 5.3 Radon Testing

P. Jones reminded members that Canada has recently reduced the "allowable" levels of radon in indoor air. In response to this change, the NS Government recommended to organizations, including Dalhousie, that they conduct sampling to identify situations where conditions in NS buildings might approach the new limit.

P. Jones reported that long term detectors have now been placed in 23 Dalhousie buildings. Included in this number are all the residences.

In addition, detectors have also been placed in representative buildings on each of the University's three campuses.

These detectors will be left in place for roughly 3 months, after which they will be collected and sent to the supplier for analysis.

## 6. FIRE SAFETY UPDATES

### 6.1 Fire Warden Inspection Program

S. Ellis reported, as part of the review of the University inspection program, a Fire Warden Inspection Program has been developed. Fire Warden teams will be expected to conduct monthly fire and general safety inspections in their buildings. A copy of the revision changes to the Fire Warden Handbook's Table of Contents were available for the Committee's information. The handbook will be reprinted and copies provided to warden teams across the University.

### 6.2 First Aid/CPR and AEDs

S. Ellis reported that training sessions are now being conducted by request. Departments or staff who wish to attend a training session are asked to contact the Safety Office. AED locations have been added to the Safety Office web site.

P. Amyotte asked how many AED units were on Sexton campus. S. Ellis responded presently one is being installed near the Faculty of Engineering office. There are discussions underway with the Faculty about placing a second unit on the Sexton campus.

## 7. ITEMS ARISING

### 7.1 Department of Labour Orders

#### Review of Program Document

The Safety Program document had been circulated for members to review prior to the meeting.

Although the University program is described on the web site, the labour inspector seems to want a single document that more clearly responds to the requirement set down in the Act for a written Safety Program. W. Louch suggested that once the Committee has reviewed and identified any needed changes, it would be sent to K. Burt for his review. Once the Senior Administration is comfortable with the document, it would be submitted to the Department of Labour and uploaded to the web site.

Members were generally supportive of the document but suggested editing Section 4.1 - Response - to highlight the 4109 emergency phone number.

#### Proposed Changes to Chemical, Fire, Laboratory Workshop Policies

W. Louch presented proposed amendments to research laboratory, workshop safety and fire safety policies. These changes were intended to strengthen the inspection.

The Committee was asked to forward comments or suggestions to the Safety Office by the end of the week. At that time, the package will be presented to Mr. Burt for his review prior to forwarding it to the Department of Labour.

#### Accident Investigation Training

Plans are being finalized for the January 9<sup>th</sup> accident 9th investigation training session. P. Amyotte, who will be conducting the training, provided a brief overview of the format that will take place. He is open to any other suggestions the Committee feels the session may need to be included.

A draft invitation for the January 9th training session was circulated to members. Members asked that the invitation be sent to those individuals and units across the University who are most likely to participate in an accident investigation.

### 8. OTHER BUSINESS

#### 8.1 4109 Phone Decals

W. Louch reported that 4109 decals are presently being delivered to all campus units in the University. This update was being undertaken co-operatively by the Safety and Security Offices at the suggestion of the President and the University's Senior Officers.

#### 8.2 Correspondence

Thank you letters to Denise Sommerfeld and Cathy MacLean were circulated as well as a report on a recent mould sampling program.

### 9. ACCIDENT REPORT

Included in the accident summary was a report on a potentially serious chemical spill that occurred on Sexton Campus. The Committee asked W. Louch to follow up with those involved to see if the incident might be used in connection with the January investigation training session.

### 10. STAFFING CHANGES

W. Louch informed the Committee of his intention to retire from the University. Although originally planning to step down at the end of the year, he indicated that, starting in the New Year, he had agreed to work part-time to help bridge the gap until a new director is appointed. He indicated that one of the highlights of his 18 years at Dalhousie has been the opportunity to work with the many committed and talented people who have played roles on the Environmental Health and Safety Committee.

M. Yorke thanked Dr. Louch for his years of service and, along with other members of the Committee, wished him well.

### 11. ADJOURNMENT

Meeting adjourned at 10:10 am.

Next Committee Meeting:

Wednesday, February 13, 2008  
9:00 - 10:30 am  
Room 406  
Weldon Law Building

**Special Meeting - "Incident Investigation Training":**

Wednesday, January 9, 2008  
9:00 - 10:30 am  
Room 406  
Weldon Law Building